

Position Description – March 22, 2016

Executive Director, North Central Accountable Community of Health (NC ACH)

Salary: \$6,197 to \$7,909 monthly (\$79,363 to \$94,909 annually) plus benefits.

Hours: 40 hours/week (100% FTE), may include evening or weekend hours

Status: Regular, full-time, with benefits

Closing Date: Open Until Filled

The Position

Definition: The NC ACH Executive Director is responsible for planning, organizing, directing, and administering the operations of the newly created North Central Accountable Community of Health under the direction of the NC ACH Governing Board. At this time, Chelan-Douglas Health District (CDHD) is serving as the NC ACH Interim Backbone Organization, providing administrative support to NC ACH. As a result, the Executive Director would be hired initially by CDHD and would report on a day-to-day basis to the CDHD Administrator. NC ACH plans to establish a nonprofit entity to provide backbone support to NC ACH, and when that happens the position would be transferred to that organization. Current funding for NC ACH operations is provided through grants from the Washington State Health Care Authority as part of the Healthier Washington initiative.

The North Central Accountable Community of Health is one of nine such organizations created statewide as part of the Healthier Washington initiative. The North Central region includes Okanogan, Grant, Douglas and Chelan Counties. More information on Healthier Washington can be found at <http://www.hca.wa.gov/hw/Pages/default.aspx>. The NC ACH Governance Charter describes the organization's purpose as follows:

NCACH Purpose and Rationale

The purpose of the North Central Accountable Community of Health is to improve the health of our communities in Okanogan, Grant, Chelan and Douglas Counties through achievement of the Triple Aim, which includes:

- Improving patient care, including quality and satisfaction;
- Reducing the *per-capita* cost of health care, and;
- Improving the health of the population.

There is a diversity of opinion in North Central Washington about health care reform, but one common principle informs NCACH's work: major changes are coming to our health care system, and it is critical for our communities to have a strong voice in that process. NCACH is the primary vehicle through which our communities can be heard and can participate in the process of change.

Information on NC ACH activities so far can be found at <http://www.mydocvault.us/>.

The primary role of the NC ACH Executive Director is to provide professional leadership to this effort. The Executive Director makes professional and technical decisions, exercising considerable independence in decision making on complex and significant issues which impact overall NC ACH operations and may have a significant impact on health system reform on a long-term basis. The Executive Director must be a highly professional, dynamic and effective leader with a broad understanding of health, including the social determinants of health, the health care system and the state agencies involved in the Healthier Washington initiative. The NC ACH Executive Director's work brings together multiple stakeholders and interested parties to create forward progress in transforming the public's health in our four-county region. The Executive Director must foster effective communication among members of these teams and participates in team meetings to support strong communication across the larger portfolio of Healthier Washington-related initiatives.

Essential Functions

- Thinks critically and creatively about the potential and capacities of the NC Accountable Community of Health to improve the health of people living in our region, and about related initiatives from state and federal agencies as well as those coming from within the region.
- Understands, interprets and effectively explains data from a variety of sources on community health needs and resources and on the performance of the health care system.
- Maintains current awareness of the achievements and obstacles faced by other Accountable Communities of Health, and the overall Healthier Washington initiative, by serving as an active participant in statewide ACH meetings, discussions and collaborations.
- Provides meaningful leadership to the NC ACH Governing Board, while respecting and following through on its decisions as the organization's policy making and governing body.
- Establishes and maintains strong working relationships with elected officials, health care providers and the leaders of provider organizations, state agency leaders, local social service and public health organizations and their leaders, interested members of the public, and the many other partners critical to an ACH's success.
- Learns and understands the needs and agendas that drive ACH partners.
- Coordinates the functioning of the Governing Board and associated committees and work groups. Assures the development and use of effective charters or operating agreements, work plans, and deliverables.
- Provide effective supervision to any other employees the ACH may hire.
- Develops and manages the NC ACH budget, ensuring budget compliance, monitoring, tracking; and ensures that all work stays within budgetary constraints.

- Works to develop other sources of funding.
- Manages subcontracts when external expertise is required, within budget, ensuring that the contractor performs as agreed.
- Assesses needs for technical expertise and consultation throughout the project. Makes recommendations for and procures consultant services, within available budget. Manages consultant work in support of NC ACH governing body objectives.
- Provides the chief public presence and voice of the NC ACH as empowered to do so by the Governing Board, and acts as the lead spokesperson and public presence for the NC ACH and its community initiatives.
- Creates, reviews and approves summaries and/or reports which provide information, status updates and program justification for all components of the work. Provides regular status reports to internal and external audiences. Flags issues that need attention from colleagues, ACH leadership, or the ACH partners.
- Engages a wide range of stakeholders to ensure full representation and participation of groups and demographics associated with the work, including healthcare and public health consumer involvement. Ensures the sustained collaborative involvement of the right local and state partners. Brings stakeholders together to analyze data, evaluate evidence-based projects, and implement projects that can effectively improve the public's health across the region.
- Prepares straw proposals, briefing documents, speaking points, presentations, reports, applications, budgets and/or other documents associated with moving work plans forward.
- Liaisons with the Washington State Health Care Authority, and other agencies involved in the Healthier Washington work, to ensure maximum coordination between the various arms of the effort in the NC ACH.
- It is desirable, though not required, that the applicant has developed an understand of the point of view of clinical care givers, though working in clinical settings or related experience.
- Oversees grant funding procurement and develops proposals based on NC ACH Governing Board guidance; monitors and ensures NC ACH design grant implementation, funding, milestone achievement, evaluation, and reporting.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other related duties as assigned.

Minimum Requirements

- Master's degree from an accredited institution in a job-related field and eight (8) years of progressively responsible and relevant professional experience, of which at least three years have been of recent relevant management experience.

- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying, provided the individual's background demonstrates evidence of the knowledge, skills and abilities required to perform the duties of the position.
- Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the Executive Director's personal motor vehicle on a regular basis, and proof of appropriate auto insurance.

To Apply or for More Information:

Submit a resume and CDHD Application for Employment (available at <http://www.cdhd.wa.gov/About%20Us/Employment/docs/ApplicationforEmployment122010.pdf>) to:

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